**ENGLISH LACROSSE ASSOCIATION Ltd.**

Minutes of the English Lacrosse Association Ltd. Board held 4pm on Monday 20th July 2020 TEAMS conference call.

Present: Hannah Bowe (Chair), Nikki De Kretser (NK), Michael Estill (ME), Mark Coups (MC) CEO, Prashant Jobanputra (PJ), Chrissie Owens (CO), Hamish McInnes (HM), John Neal (JN), Susan Gordon (SG), Gavin Devine (GD), Jane McCarthy (JM), Sue Livock (President), Neil Edgar (NE) Ex-Officio and Paul Coups (PC) Ex-Officio (minutes).

Welcome and opening remarks from HB, MC reviewed video conferencing protocols to ensure a smooth meeting.

**Section 1 Routine Business Matters**

1. **Apologies for Absence**

Sallie Barker

1. **Conflict of Interest Declarations**

JM declared her positions with The Lacrosse Foundation and Men’s National Team Manager.

1. **Minutes of the Last Meeting**

Minutes of the 29th April 2020 were approved as a true record with no amendments.

1. **Matters Arising and Action Log**

MC tabled paper 2 and highlighted the change in format of the document enabling it to focus on current actions.

HB outlined the refreshed board sub-group structure confirming that:

* Events and Marketing to be coordinated by Caroline Royle (CR) and Abi Merrill (AM); and
* Business Strategy to be coordinated by Paul Coups and Caroline Royle.

PC to coordinate with CR and AM to set out August meetings.

HB outlined that the working groups will feedback to board on a bi-monthly basis.

**Action**

* PC to coordinate invites to working groups.
1. **CEO Report**

MC made a verbal report.

* Review of the Strategic Risk Matrix highlighted key points in the return to play process:
	+ differences in DofE and DCMS guidelines have enabled EL to instigate local “come and play” camps
	+ recreational lacrosse is still restricted to stage 3 on the road map back to lacrosse and has an impact on membership (item 7)
* The “Playground to Podium” intervention underpinning the implementation of the new 6 v 6 format requires a specific board call to inform all. MC highlighted that he was on the working group for the 6 v 6 World level and EL were ahead of most nations in implementing the format. MC noted that engagement with NLC and the regions will take place during August.

**Action**

* PC to coordinate a 6 v 6 call for interested board members and presentations for NLC and regions.

**Section 2 Finance**

1. **Revised Budget and Cashflow**

NE tabled papers 3 and 3a reviewing the income statement, cashflow and assumptions.

GD enquired if a claw back from Sport England for any remaining investment would be undertaken. MC and NE confirmed that they will be working to ensure that all the grant allocation is spent according to the SE allocation. NE outlined that tracking processes are not yet set out specifically for the extra investment but is expecting similar procedures for current draw down.

HM outlined that financial governance will be reviewed as part of the refreshed Code for Sports Governance.

HB referenced adjustments to core expenditure and this adjustment being the result of the ongoing safeguarding issues.

JM enquired if the liability outlined with RPC will have an effect in relation to EL being a going concern. NE summarised the discussions already in place with the auditors and stated that it should not.

GD enquired about the possibility of returning to play for recreational lacrosse, MC highlighted the return of recreational football giving a strong indication of a relaxation of restrictions and if return to play was agreed then affiliations and membership could be properly levied.

PJ asked if there had been a best / worst case scenario consideration undertaken, NE referred to item 7 regarding membership and academies. Adding that the next Sport England grant is due in October which will allow time for any return to play to support membership. MC added that the Sector Partner application to Sport England outlined a worst-case scenario.

**Action**

* MC and NE to review Sport England procedures as necessary.
* NE to advise on auditors issues raised in this item.

**Section 3 Key Strategic Business**

1. **Membership**

MC tabled paper 4 for board discussion outlining the timescales for any changes to the membership rates. NE gave a brief overview of the current rates for membership.

The board had a broad discussion on the paper.

The key points of the discussion were:

* schools and universities had not adjusted their rates
* some NGB’s had considered options including a freeze on rates
* there are options to include extra months for the same rate
* other membership organisations are asking for donations or increases to rates to offset limited activities and continued overhead costs incurred to organisations despite no sport
* use of a voucher rather than a hardship application
* the need to outline the decision on rates in relation to NGB work and impact of COVID on the wider game
* the need to highlight that rates will increase in subsequent years.

HB summarised the discussion and board views:

* a freeze on membership and subscription rates for 2020-21 at 2019-20 rates
* increase in rates for 2021-22
* Scheme to apply in relation to hardship.

**Action**

* MC to work with CR to develop the outward facing communication, to be circulated to board (GD and HB) prior to push out.
1. **Strategic Plan**

MC reviewed the discussion in item 4.

MC suggested that the plan should be tabled at the AGM and therefore would need to be available for the September board meeting.

**Action**

* PC to coordinate invites to working groups.
1. **Re-Start to Lacrosse**

GD outlined the work of the re-start group and the engagement with the medical group to provide forward facing information and documentation.

MC reviewed the DCMS timeline for confirmation of re-start.

HM highlighted the need to have local lock down procedures in place as we move into phase 4 of the road map.

JM enquired about the process for the performance calendar and training. MC outlined the calendar process being undertaken by World Lacrosse but outlined that the performance return to play will be in line with the recreational game.

HB thanked all for their input into the work.

**Action**

* MC to review local lock down procedures.
1. **NLC Disciplinary Panel**

MC provided the board with a review of the current disciplinary issue and the process instigated by NLC. NLC will provide feedback on the process and any associated EL policy in light of the issue.

Thanks to NLC.

1. **Transgender Policy**

MC tabled paper 6 for board discussion.

The board had an open discussion on the paper with concerns raised about the lack of national and international direction. It was also raised that other NGB’s were having reviews to support the thinking in this area.

MC outlined that there was currently a policy in relation to Transgender on the EL web site. The board felt that more work was needed on the policy and for EL to take a lead from other work being undertaken in this area.

The board decided that the current policy should be removed from the web site and replaced with a statement.

**Action**

* MC to work with CR on a statement for the governance section of the web site and remove the current policy.
1. **AOB**

Change of date for the next meeting to Tuesday 8th September

AGM 11th October will probably be virtual, MC to explore voting processes in line with articles. GD suggested a hybrid may be an option (room plus virtual)

**Action**

* MC to explore AGM options.

The meeting closed at 6.07 p.m. with thanks to the Chair.

**Dates for 2020**

Tuesday 8th September

Sunday 11th October (AGM and short meeting)

Tuesday 8th December

**Distribution:** Hannah Bowe, Mark Coups, Prashant Jobanputra, Hamish McInnes, Gavin Devine, Michael Estill, Nikki De Kretser, Susan Gordon, John Neal and Chrissie Owens.

Cc: Jane McCarthy, Sue Livock, Sallie Barker, Neil Edgar.